


King County
**Department of Permitting
and Environmental Review**

35030 SE Douglas Street, Suite 210

Snoqualmie, WA 98065-9266

206-296-6600 TTY Relay: 711

www.kingcounty.gov

Pre-Application Meeting Clearing and Grading Package

For alternate formats, call 206-296-6600.

Print on legal-size (8 ½ x 14") paper only.

Pre-Application Meeting Clearing and Grading Package

Pre-application meetings are designed to provide applicants with the opportunity to present Clearing and Grading permit proposals to the Department of Permitting and Environmental Review (Permitting) staff prior to the actual permit intake process. This advance discussion allows the Permitting staff to provide feedback and comments to applicants. This process also allows applicants to ask the Permitting staff questions about applicable codes, processes, etc. There are two (2) types of pre-application meetings:

- **Voluntary Pre-application Meetings** are held at the applicants' request to gain better understanding of regulatory requirements that may influence the project design. This conceptual meeting may be very preliminary in nature and is not intended to fulfill the required mandatory pre-application meeting needed prior to permit application submittal. *(See Page 3 of 9 for details.)*
- **Mandatory Pre-application Meetings** are held prior to permit submittal for all permits that are required to have a mandatory pre-application meeting (per KCC 20.20.030). This pre-application meeting is designed to resolve issues that might keep an application from being declared complete or from meeting the 120-day permit processing timelines. *(See Page 3 of 9 for details.)*
- **Consolidated Pre-application Meetings** can be either voluntary or mandatory and are designed for proposals that need to address both building permit review issues and land use permit review issues into one meeting. *(See Page 3 of 9 for details.)*

QUICK CHECKLIST OF ACTION ITEMS

- ☐ Schedule submittal drop-off appointment with Permitting Customer Service Staff.
- ☐ Completed Pre-Application Meeting Request form. *(See Page 2 of 9 for details.)*
- ☐ Pre-Application Meeting fee of \$592.20 per Permitting staff person attending, plus a fee of \$78.75 for Permit Administration. All fees are fixed starting January 1, 2012. See fee schedule. Please make checks payable to, "King County Office of Finance." The payment may be submitted with the completed forms via mail or in person.
- ☐ Site plans, detailed written proposals, site reports, agendas, calculations, photographs, etc. for each discipline requested on page 2 plus two additional copies.
- ☐ Completed and signed [Affidavit for Application](#) Form.
- ☐ Completed and signed Right-of-Entry. *(See Page 8 of 9 for details.)*
- ☐ Completed and signed Field Investigation Delay Request. *(See Page 9 of 9 for details.)* [If applicable].

**Schedule an Appointment to Submit your pre-application Package with
Dave Sandstrom at 206-477-0364 or Sherie Sabour at 206-477-0367.**

Check out the Permitting Web site at www.kingcounty.gov/permits



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Pre-Application Meeting Clearing and Grading Package

Please Indicate if Pre-Application Meeting is:	
<input type="checkbox"/> Voluntary	Fee is \$592.50 per Permitting staff person attending, plus a \$ 78.75 Permit Administration fee.
<input type="checkbox"/> Mandatory	Fee is \$592.50 per Permitting staff person attending, plus a \$ 78.75 Permit Administration fee.
<input type="checkbox"/> Consolidated	Fee is \$592.50 per Permitting staff person attending, plus a \$ 78.75 Permit Administration fee.
Pre-Application Number: (to be filled out by King County Permitting)	

Project Name:	Date:
Applicant Name:	Agent Name:
Applicant Address:	Agent Address:
Applicant Phone:	Agent Phone:
Applicant Fax:	Agent Fax:
Applicant E-mail Address:	Agent E-mail Address:
Project Description:	
Project Address/Location:	Parcel Number(s):

All pre-application requests require submittal of an agenda (topics, questions, issues, etc.); drawings, project document and indication of issues to be discussed (check applicable boxes below). Please submit enough copies of the agenda, drawings and project documents for each person (check box below) requested to attend the meeting, **along with two additional copies**. Please note that a minimum of the first six (6) boxes must be checked for all mandatory pre-application meetings. (Check additional boxes as necessary for the proposal).

☒ **Project Manager (REQUIRED) Grading/Site Development**

☐ **Site Issues:**

Drainage/Site Development/Flood Plains

☐ **Site Issues:**

Traffic/Road Access/Road Improvement/Parking Layout

☐ **Site Issues:**

Zoning/Landscape/Parking Layout Setbacks

☐ **Land Use Permits:**

Conditional Use/Rezone/Zoning Variance/Shoreline/PAUE

☐ **CAO/GEO Issues:**

Landslide/Seismic/Coal Mine/Erosion/Steep Slopes

☐ **CAO/Wetland Issues:**

Streams/Wetlands

☐ **Grading Issues:**

Grading/Site Development

☐ **SEPA Issues:**

Environmental Concerns/Check List/Off-Site Improvements

☐ **Health:**

Septic/Well

☐ **Field Check:**

Field investigation and field check report

☐ **Other (Specify):**



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A **Voluntary Pre-application Meeting** is one that is held at the applicant’s request to gain better understanding of regulatory requirements which may influence the project design. This meeting may be very preliminary in nature and is not intended to fulfill any required mandatory pre-application meeting needed prior to permit application submittal. The applicant is free to choose as many or as few review disciplines as they feel necessary to discuss the desired topics that may help refine their proposal. See also the [Discipline Descriptions](#) form to help choose review disciplines.

A **Mandatory Pre-application Meeting** is one that is held prior to permit submittal for all permits that are required to have a pre-application meeting per the requirements of King County Code (KCC) 20.20.030. A mandatory pre-application meeting generally requires a higher level of plan detail and reports than a voluntary pre-application meeting. This pre-application meeting is designed to resolve issues that might keep an application from being declared complete or from meeting the 120-day permit processing timelines. The first six boxes on page 2 of 9 must be selected as a minimum and additional boxes can be selected as necessary to discuss the full scope of the proposal.

At a mandatory pre-application meeting, King County Permitting reserves the right to have present all staff that is considered to be essential to the review and processing of your permit application. We will attempt to honor your request in focusing on the issues and staff you have identified. Depending on the complexity of your proposal and the level of information provided, staff may recommend that additional sessions be held. These sessions would focus on specific issues and to assist in making sure that your permit submittal addresses all issues raised during the pre-application meeting.

Indicate those members from your team that will attend the meeting:

DISCIPLINE	NUMBER ATTENDING	WILL NOT ATTEND
Applicant		<input type="checkbox"/>
Architect		<input type="checkbox"/>
Civil Engineer		<input type="checkbox"/>
Developer		<input type="checkbox"/>
Geotechnical Consultant		<input type="checkbox"/>
Landscape Architect		<input type="checkbox"/>
Legal Consultant		<input type="checkbox"/>
Property Owner		<input type="checkbox"/>
Structural Engineer		<input type="checkbox"/>
Traffic Engineer		<input type="checkbox"/>
Wetlands/Stream Consultant		<input type="checkbox"/>
Others:		<input type="checkbox"/>
Total Number Attending		



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Pre-Application Meeting Fees and Scheduling Information

Fees:

For the purpose of application submittal, King County Ordinance #16959 requires Permitting to assess a fee for pre-application meetings based on the number of Permitting staff attending that pre-application meeting, as well as a permit administration fee.

Pre-Application Meeting fees are \$592.20 per Permitting staff person attending, plus the Permit Administration fee of \$78.75. All fees are fixed starting January 1, 2012. See fee schedule. Please make checks payable to, *"King County Office of Finance."*

If you have questions on the fees, please consult with the Project Manager prior to scheduling your intake appointment to submit the pre-application package.

Scheduling Information:

1. Complete a Pre-Application Meeting Request Form
 - a. Applicant's name, address and telephone number
 - b. Description of project
 - c. Address of project and **Parcel Number(s)**
 - d. Provide number of people attending meeting from your design team. (*See Page 3 of 9.*)
2. Provide a meeting agenda, detailed written proposal, drawings, reports (Technical Information Report, Geotechnical Report, Structural Calculations, etc.) and any other related project documents. Submit enough copies for each person requested to attend the meeting plus two additional copies. **This material must be submitted at the time of making your pre-application meeting request.**
3. A field investigation of the site is typically done by Permitting as part of the mandatory pre-application process. This field investigation can be requested as part of the voluntary pre-application process. Additionally, individual reviewers, as requested on Page 2 of 9, may visit the site as part of their review in order to provide you with comprehensive information at the pre-application meeting.
4. Schedule an intake submittal appointment in advance with Permitting to submit the completed Pre-Application Request Form, appropriate fees, and supporting documentation in person at 35030 SE Douglas Street, Suite 210, Snoqualmie, WA 98065-9266. All checks must be made payable to: "King County Office of Finance." Please note that neither the voluntary nor the mandatory pre-application packages can be submitted via mail and must be submitted in person at a scheduled appointment.
5. A meeting date and time will be arranged during your submittal appointment with a staff representative. Pre-application meetings are scheduled at least two weeks from the date of submittal in order to provide review staff with adequate time to prepare for the meeting. Incomplete submittal packages will result in a delay in scheduling the meeting and may result in the return of the entire submittal package for resubmittal by the applicant when complete.

**Additional information regarding pre-application meetings can be secured
by visiting the Permitting Web site at www.kingcounty.gov/permits.**



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Pre-Application Meeting Requirements

The purpose of this information is to provide a composite list of required and suggested design criteria for a pre-application meeting in preparation for filing a **complete** permit application. For detailed requirements for submitting a permit application, please refer to the "Permitting Customer Information Bulletins" located on the 2nd floor of the Department of Permitting and Environmental Review (Permitting) Building, in the "Main Lobby", at 35030 SE Douglas Street, Suite 210, Snoqualmie, WA 98065-9266.

Review staff will provide written notes for applicant's use during the pre-application meeting and the chair of the pre-application meeting will discuss the Permitting process. After a mandatory pre-application meeting, the chair will be available prior to the applicant's permit intake appointment to discuss submittal requirements. The chair of the mandatory pre-application meeting will generate a preliminary Submittal Checklist for the applicant's use for the permit intake appointment. The chair of a mandatory pre-application meeting will also generate a Fee Quote which will be required to schedule a building permit intake appointment.

Submittal of requested information for a pre-application meeting does not vest the proposed site design. Pre-application reviews are based on the information available at the time of the review. If additional information becomes available during review of a site development permit application, additional conditions or studies may be required. **Information presented at or required as a result of the pre-application meeting shall be valid for a period of 180-days following the pre-application meeting.**

Submittal Requirements for Pre-Application Meetings:

Each level of pre-application meeting requires a minimum amount of information in order for staff to review the materials. If the minimum amount of information is not submitted, then staff will not be able to adequately review the submittal and thus the pre-application may not be beneficial to the applicant. Regardless of the level of the pre-application meeting, the more information that is submitted and the greater detail that is provided will allow the Permitting staff to provide better feedback and comments. Below are the minimum requirements for each level of Pre-application meeting. Please provide the following information for your selected level of pre-application meeting:

REQUIRED IN ALL PRE-APPLICATION PACKAGES

- The name of the project.
- The names, addresses, telephone numbers, fax numbers, and e-mail addresses of the owner, agent, architect and/or engineer of record. **Indicate who is the agent to be contacted for questions.**
- A detailed description of the proposal. The location of the property (i.e. address, assessor mapping, cross street(s), etc.).
- Any prior or pending pre-application meeting(s).
- All of the parcel number(s) for the site.
- The current zoning of the project site and the zoning of any adjacent parcels.
- Any other permits or actions that are pending or proposed affecting this application or that have been issued affecting this application, including rezones, conditional use permits, variances, shoreline master development permits, plats, short plats, other pre-application meetings, or lotline adjustments. **Provide the application file number.**
- Any existing recorded easements that affect the property, (i.e. ingress, egress, utilities or drainage), as depicted on the assessor's map and/or legal survey.
- Any information regarding restrictive covenants, i.e. participation in Farmland Preservation Program; sale of development rights, etc.



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Required in Voluntary and Mandatory Pre-Application Packages

- The area, in square feet or acres, of the project site.
- Calculation of the area of the parcel is currently in native vegetation and what percentage of the parcel will be built out.
- For clearing; description of timber and board feet to be harvested for grading: Calculation of volumes to be excavated and/or filled.
- A site plan that includes a marker showing the direction of North.
- The location of existing and proposed fire department access roadways (fire lanes), if applicable to project.
- Be prepared to discuss the core requirements and special requirements of the Surface Water Drainage Manual.

Required in Mandatory Pre-Application Packages

- A site plan that includes the location, identification and dimension of all existing buildings, structures (i.e. rockeries, retaining walls, underground vaults), property lines, streets, alleys, easements, septic tank, drainfield, wells (including those located within 100-feet of property lines), etc. Indicate the level of improvement of all adjacent public rights-of-way.
- If your project was covered under a prior SEPA determination, please provide copies of the determination or copies of an impact statement if one was prepared.
- A vicinity map (drawn to approximately 1" = 2,000' scale) on the site plan showing sufficient detail to clearly locate the project in relation to arterial streets, natural features/landmarks and municipal boundaries.
- Boundary and topographic survey.
- Disclose any future building plans associated with the project.
- Buildings scheduled for demolition or removal is to be indicated on the plan. Refer to Customer Information Bulletin #3, "Demolition Permits," for specifics on demolition and removal of buildings.
- Location of wetlands, streams, steep slopes, any known hazard areas (i.e. flood, erosion, landslide, seismic, volcanic or coal mine) and their required buffers and Building Setback Boundary Line (BSBL).
- All existing and proposed contours (preferably at 5-foot intervals), including property corners and access easements from a current assessor's map.
- The existing edge and width of the pavement of any adjacent roadways and all existing and proposed off-street parking facilities, loading areas, aisle-ways, driveway approaches, curbing, sidewalks, street channelization; indicate types of surfaces, etc.
- The existing vegetation in general, identifying the approximate location and size of all significant trees. Note whether these trees are to remain or to be removed.
- The type and width of landscaping proposed along streets, property lines, and within parking areas.
- The location of proposed and existing water mains, valves, and fire hydrants (reference King County Ordinance 5828 for regulations pertaining to fire flow and distribution).
- The location of any play areas and athletic fields (including bleachers).
- Geotechnical (soils) report.


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Required in Mandatory Pre-Application Packages (continued)

- Available soils or wetlands consultant reports, photographs, or surveys which may be used for a critical areas evaluation of the site.
- Wetland evaluation and delineation report.
- A brief description of the proposed and existing storm drainage conveyance system and retention/detention facilities, as well as storm drainage drawn on the site plan.
- Technical Information Report (surface water). If proposal includes 2,000-square-feet or more new impervious surface.
- A breakdown of the total impervious area of the site by sub-basin(s) and note the amount of new impervious area being developed. Include any area on the right-of-way being developed or improved. Identify total new impervious surface area subject to vehicular use.
- The number of existing, required, and proposed parking stalls located on the property (where applicable) must include calculations for how the required number was determined. Note the location of barrier-free accessible parking spaces and van barrier-free accessible parking spaces on the site plan (reference KCC 21A.18, IBC Chapter 11, and ICC/ANSI A117.1).
- Show and identify driveways or streets, in vicinity, on the opposite side of the access street.
- Septic as-built.
- Approved Site Application from the Health Department if on-site sewage disposal proposed (this may require King County Sewage Review board approval).
- A schedule of construction phasing.
- Heights of any proposed retaining walls and/or rockeries.



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Optional For All Pre-Application Packages

- A completed SEPA environmental checklist, unless your project is categorically exempt.
- Downstream analysis at least ¼-mile from the site.
- Available traffic studies or, at minimum, trip generation projections from proposed project and distribution at access point(s). If import/export of soil is to exceed 2,000-cubic-yards.

Other bulletins that may be helpful may be found on the King County Permitting Web site at:
www.kingcounty.gov/permits **or at the Permitting Customer Service Center.**

- Permitting Customer Information Bulletin 21 – Critical Areas Review
- Permitting Customer Information Bulletin 22 – Zoning Code: Landscaping Requirements
- Permitting Customer Information Bulletin 28 – Clearing and Grading Permits
- Permitting Customer Information Bulletin 29 – Drainage Review
- Permitting Customer Information Bulletin 31 – Right-of-Way Use
- Permitting Customer Information Bulletin 34A – Road Variances
- Permitting Customer Information Bulletin 34B – Surface Water Design Manual Variances or Adjustments
- Permitting Customer Information Bulletin 40 – Financial Guarantees
- Permitting Customer Information Bulletin 42 – Laws and Rules Governing Building & Development

<p style="text-align: center;">Right of Entry</p>		
<p><input type="checkbox"/> Property Owner</p> <p>Signing and submitting this application authorizes Permitting staff to access and inspect the subject property at any reasonable time for the purpose of permit review, inspection, and enforcement through the completion of this permit.</p>		
<p><input type="checkbox"/> Applicant (Not Property Owner)</p> <p>The applicant has been granted authority by the property owner to sign as his/her proxy authorizing Permitting staff to access and inspect the subject property at any reasonable time for the purpose of permit review, inspection, and enforcement through the completion of this permit.</p>		
Signature of Property Owner/Applicant	Print Name	Date



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Field Investigations for Pre-Application Meetings

Department of Permitting and Environmental Review (Permitting) staff will prepare a field report for all pre-application projects prior to meeting with the applicant (unless a field report has already been done for a site within 180-days of the meeting date). This field report provides preliminary site information regarding the project site that is useful for staff to provide feedback to the applicant on the proposed project. Applicants may request a delay of this field report for the voluntary pre-application meeting if the proposed project is still in the conceptual stages (see delay request below), though a field report may help to refine a conceptual project. If a field report is delayed for a voluntary pre-application meeting then it will be required to be done prior to the mandatory pre-application meeting.

FIELD INVESTIGATION DELAY REQUEST
(for Voluntary Pre-Application meetings only)

I would like to request at this time that the field investigation of the site not be done during the voluntary pre-application process. I understand that before the Mandatory Pre-Application meeting a field investigation will be done, and I will be charged the current Permitting hourly rate for the investigation and subsequent field check report.

Signature of Applicant or Agent	Print Name	Date
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Check out the Permitting Web site at www.kingcounty.gov/permits